



External Group Booking Policy

1. Available of sports facilities to be hired ([Map](#)):

Address: 111-113 Pokfulam Road, Pokfulam	Opening hours
Flora Ho Sports Centre (FHSC)	0730-2230
Address: 10 Sha Wan Drive, Sandy Bay	Opening hours
SHSC – Stanley Ho Sports Centre (SHSC)	0630-2230
HFSP – Henry Fok Swimming Pool (HFSP)	Summer (Apr-Nov): Monday to Sunday at 0630 - 2100 Winter (Dec-Mar): Monday to Sunday at 0730 – 1900 Closed every Tue 1400-1700 for pool staff training & cleaning

Please check the venue availability by

- calling the Booking Officer during office hour (Mon. to Fri. 0900-1230 & 1400-1700) at 28174944
- email the Booking Officer at csebooking.officer@hku.hk
- visiting https://bs.cse.hku.hk/ihpbooking/servlet/IHP_Booking/showActivityList1

2. Scale of Charge

- Bookings can normally be made within 3 weeks of the event date. Hirers who wish to make bookings beyond 3 weeks of the event date is subject to Facility Management team's approval and may subject to at least 10% surcharge to the hiring fee.
- Booking application submitted with less than 7 days of the event date will be subject to at least 10% surcharge to the hiring fee. Application submitted on weekend will only be handled on the following working day. Booking made at the last 3 days before the event day will be rejected.
- Equipment request per each confirmation of booking if made with less than 7 days of the event date, surcharge with at least 10% to the equipment charge will be applied. If additional equipment request is made on the event day, 10 % surcharge will be applied.
- An overtime booking charge equals to the normal hourly rate of the facility concerned and a Staff Overtime Charge of \$800/ hour / venue will be charged for every hour, or part thereof, if the facility is used beyond the end of the formal booking.
- Additional surcharges will apply to booking with special request in venue setup, catering service, scale of event, use of special equipment, number of participants and spectators, etc. Any waivers would be in the Facility Management team's discretion.
- Handling fee will be levied for each request for any changes of booking arrangement after the confirmation letter is issued: 1st Request: \$200; 2nd Request: \$300; 3rd Request: \$500; 4th & Further Request: \$1,000.
- Scale of charge can be found at
 - Venue Charges https://cse.hku.hk/document/Charges_Venue.pdf
 - Equipment Charges https://cse.hku.hk/document/Charges_Equipment.pdf
 - Location Filming Charges https://cse.hku.hk/document/Charges_Location_Filming.pdf

3. Application and Payment

- a. Submit an External Booking application via <https://externalbooking.cse.hku.hk>
- b. The applicant who submits the application form must be over 18 years of age and shall be deemed to be the hirer.
- c. The event rundown and/or floorplan have to be submitted with more than 7 days before the event date attaching to the external group online application form or to the Booking Officer at csebooking.officer@hku.hk. Surcharge will apply to late submission.
- d. Hiring charges must be settled **on or before** the deadline specified in the confirmation letter by E-

cheque, crossed cheque, direct deposit, credit card online payment. Official receipt will be issued via mail.

- i. For credit card online payment, please follow the instruction stated at the email sent to the hirer by the External Group online application form system.
- ii. For E-cheque and crossed cheque payment, please make payable to “The University of Hong Kong”, write down the booking reference number and the name of the hirer on the back of the cheque. E-cheque can be sent to email csebooking.officer@hku.hk and crossed cheque can be sent via mail to the Centre for Sports and Exercise, 111-113 Pokfulam Road, Pokfulam, Hong Kong respectively.
- iii. By Direct Deposit to The University of Hong Kong, please deposit the amount to the bank account no. 004-002-222834-001 of The Hong Kong and Shanghai Banking Corporation Ltd. Please indicate the booking reference number and the name of the hirer on the Bank-in slip. Original copy of the Bank-in slip must be sent to the Booking Officer on or before the hiring date.

IMPORTANT: The Centre of Sports and Exercise (CSE) does not accept payments via e-banking, phone-banking or any other payment methods (e.g. deposit a cheque in a bank’s drop-in box) by which there is no bank-in slip issued.

- e. If hiring charges are settled **on** the hiring date by crossed cheque. Official receipt will be issued by the Booking Officer later. If pay by Octopus or credit card, the receipt without booking details will be issued by the receptionist.
- f. 10% surcharge will be levied to payment not being settled on the deadline.
- g. The person-in-charge as stated on the application form should present his/her identity card when they check-in at the reception counter of the Sports Centre. In case, the person-in-charge cannot show up on the booking day(s), the applicant of the booking has to inform CSE before the hiring date.
- h. Hirers please note that the time required for venue set-up and pack-up will be subsumed in the booking timeslot.
- i. Hirers when submit a request of a provisional day in the online booking application form, the hirers are subject to a deposit fee of 10% of the provision hiring fee. The deposit fee has to pay **within 10 days** upon receive of the provisional booking confirmation email. If there is any change to the provisional date/venue/time before the settlement of the deposit fee, an extra handling fee is applicable. This deposit fee will be deducted from the total hiring fee stated in the booking confirmation letter. If the event is finally cancelled by the hirer, the deposit is deemed to be non-refundable.
- k. Confirmation letter of outstanding costs will be sent to hirers after the booking date for any additional hiring sessions or other relevant charges.
- l. In the event of any loss of or damage to the property/equipment, the hirers shall be liable for the replacement or repairing costs.
- m. The CSE reserves the right to turn down any booking application for the use of sports facilities or to cancel an approved application.

4. **Cancellation**

- a. To avoid damage to the grass pitches, the fields will be closed when pitches are flooded or the pitch surface is waterlogged.
- b. The Facility Manager or his/her representative has the right to close any sports facility without prior notice in the event of adverse weather, or when a black rainstorm warning or typhoon No. 8 signal or higher is issued.
- c. Hirers can contact the reception counter concerned [Stanley Ho Sports Centre (Tel: 28195450); Flora Ho Sports Centre (Tel: 28174046)] to check the facility situation when there are adverse weather conditions.
- d. In the event of adverse weather, school hirers are permitted to cancel their bookings if there is such a need in accordance with the guidelines on schools’ outdoor activities stipulated by the Education Bureau (Q14 on p.91 of <https://www.edb.gov.hk/attachment/en/sch-admin/admin/about-activities/sch->

[activities-guidelines/Outdoor_EN.pdf](#)), and schools should send their cancellation request to the Facility Manager as early as possible. In case there is class suspension due to adverse weather as decided by the Education Bureau, the related booking will be cancelled automatically. Rescheduling of the cancelled bookings will be arranged within 3 months as appropriate and as mutually agreed by the hirer and the CSE. If rescheduling is not possible, refund will be arranged.

- e. The CSE reserves the right to cancel a booking at any time without prior notice in the event of adverse weather or other emergencies. Should a booking be cancelled due to aforesaid conditions, a make-up booking will be arranged for the hirers within 3 months as appropriate and as mutually agreed by the hirer and the CSE. If rescheduling is not possible, refund will be arranged.
- f. In the event of cancellation by hirers after receiving the booking confirmation letter from the CSE, any fees paid is non-refundable. Nevertheless, the hirer is allowed to reschedule its event within 3 months to another date(s) with handling fee applicable. If a rescheduled booking costs more than the previously cancelled one, the hirer has to settle the balance, if any. However, in case the rescheduled booking costs less, any excess fee paid will not be refunded.
- g. In case hirers fail to notify the CSE of booking cancellations 7 days in advance and have not settled any hiring fee after the issuance of the confirmation letter by the CSE, they are required to pay a cancellation fee equivalent to the total cost of the original booking charge. Hirers who fail to pay the cancellation charge will not be permitted to make any future bookings at the CSE until such charge is paid in full.

5. Insurance and Legal Liability

- a. Users have to take good care of their own personal safety when participating in any activities at the Sports Centre. The CSE and/or the University will not be responsible for any liability in the event of personal injury or death which is caused by the users' own negligence or dangerous act.
- b. The University of Hong Kong shall be indemnified against
 - i. any liability which, notwithstanding the provisions of this clause, the University may incur in respect to any death or personal injury (otherwise caused by the negligence of the University or its employees) or any damage to, loss or theft of any properties belonging to the hirers or any other persons;
 - ii. all claims and liability caused or incurred by the University of Hong Kong arising out of any non-observance or non-performance of the terms of these conditions of hire by the hirers or their agents;
 - iii. all claims, actions, proceedings, liabilities, losses, damages, demands, charges, costs and expenses of whatsoever nature arising out of or resulting from the use of the said facilities.
- c. The hirer shall maintain an adequate policy of insurance to cover any liability which they may incur to the University of Hong Kong under the terms of this clause and shall produce written evidence of that policy of insurance to the University if requested to do so.
- d. Qualified first-aiders shall be on duty at the Sports Centre, an Automated External Defibrillator (AED) and first-aid kits are also available. Hirer can call the following numbers for assistance: Stanley Ho Sports Centre - Tel: 28195450; Flora Ho Sports Centre - Tel: 28174046.
- e. Hirers should take good care of their personal belongings and properties. The CSE and The University of Hong Kong shall not be responsible for any loss of or damage to their personal belongings and properties. VALUABLES SHOULD NEVER BE LEFT UNATTENDED ANYWHERE AT THE SPORTS CENTRES.

6. Users, Identification and the Right of Entry

- a. Hirers should ensure that all participants are their bona-fide guests. The hirers shall be held responsible for their participants' behavior and conduct.
- b. The hirers should ensure that their participants do not use any facilities at any times other than those

specified in their booking application.

7. Car Parking Policy

- a. There are car parking facilities at the Stanley Ho Sports Centre (81) and Flora Ho Sports Centre (22).
- b. Due to limited number of car parking spaces available at the above-mentioned Sports Centres, please provide the required number of car-parking spaces together with the car registration numbers, if any, on the application form. If being approved, the parking fee will be included in the booking application. If car registration number(s) cannot be provided when filling in the application form, the submission has to be made at csecarparking@hku.hk with at least 3 working days before the booking date.
- c. Car parking spaces will only be provided to the pre-registered cars and the provision will be on a first-come-first-served basis, and is subject to car parking fees.

For details about Car Parking Policy, please refer to:

https://www.cse.hku.hk/document/policy_car_parking.pdf

8. Public Address System

- a. The P.A. System is available only with prior approval for the Facility Manager.
- b. Hirers must not use their own P.A. System.
- c. The P.A. System shall ONLY be used for formal announcements which form part of a ceremony or event. No music shall be played through the P.A. System. Formal announcements normally refer to opening /closing speech or those in relation to logistical arrangement or rundown of an event. Commentary, cheering for an event and the like are not regarded as formal announcements and they should not be made through the P.A. System. CSE staffs reserve the right to stop the P.A. System service should hirers not comply with this. In the event of a dispute over the interpretation of formal announcements, the final decision lies with the CSE.
- d. The volume of the P.A. system will only be controlled by the CSE staff. Outfield speakers will be switched off unless they are needed for formal announcements related to athletics field events or relays. Only under exceptional circumstances, (e.g., grandstand full of spectators and windy conditions) and with the approval of the Facility Manager or his/her representative can the volume of the outfield speakers be turned up.
- e. Hirers are responsible for controlling the noise level below 70 decibels during their whole event or else the CSE staff will stop the event immediately. Hirers are strongly advised to draw the attention of all of their audiences, participants, Master of Ceremonies and any other parties concerned to this.
- f. All users are not allowed to generate loud/disturbing noises (e.g., banging, hammering, drilling, etc.) during venue setup/removal before 08:30 and after 19:00 (weekdays and Saturday); and at no time on Sunday or public holidays. Only minor set-up/removal construction-type activities that generate minimal noise can be undertaken during these prohibited times, and with the permission of the Facility Manager.
- g. For outdoor facilities, neither the PA system nor megaphones can be used before 08:30 or after 21:00 on weekdays or Saturdays. On Sundays and Public Holidays, they may not be used before 10:00 or after 20:00 without special permission of the Facility Manager.

For details about Noise Control Policy of the CSE all locations, please refer to:

https://www.cse.hku.hk/document/policy_Noise_Control.pdf

9. Use of Unmanned Aircraft System (Drone)

Drone, with or without camera, is not allowed to be used at any of the sports facilities unless with prior approval from the Security and Parking Unit of Estates Office. You can send the application form to CSE for processing. For details about the use of Drone, please refer to:

- If your drone is weighing over 7kg (without fuel): <https://www.cse.hku.hk/facilities.asp?pageid=146>

- If your drone is weighing under 7kg (without fuel): <https://www.cse.hku.hk/facilities.asp?pageid=145>

10. General Conduct

- Hirers are responsible to read all the rules and regulations governing the use of Sports Facilities and brief their participants before the hiring day. Hirers have to take note of the responsibility of crowd control during the timeslots they have booked.
- No photo-taking, video or audio recording is allowed without prior approval from Facility Manager.
- Marching bands, brass band, live music, musical instrument, cheering stick, bells, sirens, clappers and other instruments which produce high levels of noise etc. are prohibited in the Sports Centre without prior permission of the Facility Manager.
- Willful destruction of University's, public and/or private property will not be tolerated. Any persons who commit vandalism shall be held responsible for all legal liabilities and damages.
- Any behaviors that affect the safety of Sports Centre users will not be tolerated. CSE staff are authorized to ask any hirers/users to leave the Sports Centre if they are found causing danger to others.
- Hirers are responsible to make sure that their participants using the sports facilities are properly dressed and wear suitable footwear. The Facility Manager or his/her representative reserves the right of final decision on such matters.
- Only non-marking sports shoes are allowed in the Sports Centre. Jumping / running shoes with spikes longer than 7mm are not allowed on the athletics tracks.
- No casual bicycle riding is allowed for users inside the Sports Centre except for CSE ground staffs and individuals who use as a means of transport. Bicycles should be parked at the rack provided in the Sports Centre.
- No kite flying inside Sports Centre.
- No roller-skating, skateboarding or scooting is allowed inside the Sports Centre.
- Except guide dogs for the blind, no dogs or other pets are allowed in the Sports Centre without the prior permission of the Facility Manager.
- Hirers are responsible for clearing all litter from the facilities / areas they have ever used before leaving.
- No smoking is permitted within the Sports Centre.

11. Food and Drinks

- Water or sports drinks are allowed within the Sports Centre but users have to use plastic bottles which can be properly capped. Glass bottles or containers are strictly prohibited in the Sports Centre.
- Food is not allowed to be consumed in the playing field. Any type of cooking inside the Sports Facilities is strictly prohibited.
- Distribution or selling of refreshments or any commodities without prior approval of the CSE Director is prohibited.
- A kiosk / food or drink-vending machines are available in the Sports Centre.

12. Miscellaneous

- Unless it is with the prior permission of the Facility Manager, no decorations, advertisements, posters, flags emblems or other interior decorations can be displayed within or at Sports Centre. Any such decorations duly authorized shall be made of inflammable material and hirers shall be subject to additional charge for putting up the decoration.
- Unless it is with the prior approval of the CSE Director, collection of admission fees or solicitation of donation from participants of the function is strictly prohibited within the Sports Centre.
- The hirer shall not assign or sub-let the benefit of the hiring; otherwise the booking will be cancelled and all the fees paid will be forfeited.

For details about governing the use of sports facilities, please refer to:
<https://www.cse.hku.hk/facilities.asp?pageid=110>

Hirers are subject to penalty charges if they are found to violate any of the above regulations.

CSE reserves the right to update or modify the above terms and conditions at any time without prior notice.

Further information or clarification of the above, please contact CSE Booking Officer, Email: csebooking.officer@hku.hk or Tel: 28174944.